



## Tracking Codes



There are four tracking codes in KHRIS: BERV (Bereavement/Funeral Leave), FMLA (Family and Medical Leave), PBRD (Personnel Board Hearing), and WCMP (Workers Compensation). These codes are for tracking and reporting purposes only, and do not, by themselves, generate pay. They must be used in conjunction with appropriate Time absence and/or attendance types.

### **BERV (Bereavement/Funeral Leave):**

Is for the purpose of tracking leave used when the employee is on leave due to the loss of an immediate family member or person of close association, approved by the appointing authority, in accordance with 101 KAR 2:102, Section 8, Funeral and Bereavement Leave. The regulation allows the employee to use “five (5) days of accrued sick leave, compensatory leave, annual leave, or leave without pay if the employee does not have accrued leave, or a combination thereof.” The regulation further states that the appointing authority may approve the use of additional leave at the request of the employee. For purposes of funeral and bereavement leave, an immediate family member shall include the employee's spouse, parent, grandparent, child, brother, or sister, or the spouse of any of them, and may include other relatives of close association if approved by the appointing authority.

BERV should be used in conjunction with absence codes SICK, COMP, ANNL, or LNPA to track bereavement/funeral leave.

### **FMLA (Family and Medical Leave):**

Is for the purpose of tracking leave when an employee is on leave in accordance with the provisions set forth by the Family and Medical Leave Act of 1993. An eligible employee may invoke his or her right to Family and Medical Leave protections and use the FML allotment upon exhaustion of accrued paid leave, using code LNPA, or an employee may elect to utilize the FML allotment concurrently with the use of paid absence codes SICK, RSCK, COMP, and/or ANNL.

### **PBRD (Personnel Board Hearing):**

Is used to indicate when an employee is away from work due to a matter before the Personnel Board. It is used in conjunction with an applicable attendance or absence code. For employees attending a Personnel Board meeting as witnesses, the code would be used in conjunction with attendance code 1REG or, potentially, 6ADL. For employees attending a Personnel Board meeting as the plaintiff, the code should be used in conjunction with absence code ANNL, COMP, or LPNA, or a combination thereof. If the Board rules in favor of the employee, the leave should be retroactively changed to 1REG.

### **WCMP (Workers Compensation):**

Is used by Human Resource Administrators, Timekeepers, or Time Administrators to track when an employee is using paid leave for a period when the employee is receiving workers compensation pay benefits.

When an employee sustains an illness or injury for which workers' compensation paid benefits are received, the employee may request to use sick leave or other personal leave if and when sick leave is exhausted, in order to maintain full salary. If paid leave is used, the workers' compensation benefits shall be assigned back to the state for the period of time when the employee received paid leave while absent due to a compensable injury or illness. The employee shall not be allowed to utilize paid leave and receive workers' compensation pay for the same period of time. Therefore, utilizing tracking code WCMP recorded concurrently with paid leave used by the employee for a period when the employee is covered by workers compensation pay benefits helps the agency identify the time to be “bought back” and reinstated to the leave balance. WCMP is used in conjunction with codes SICK, RSCK, ANNL, and COMP.

For more information regarding workers compensation and paid leave, please see the September 2010 issue of [\*Personnel Issues and You\*](#).